

Join the **Leading Insurer** of the Maldives.

DRIVER – ADMINISTRATION

Position Type: Permanent (Initial contract shall be for a period of 1 (one) year. The contract shall be renewed based on performance.)

REQUIREMENTS

- Should be able to read and write English
- Must have valid Car Driving License [B1]
- Experience driving in a professional capacity
- Good inter-personal skills and ability to work in a team environment
- Pleasant personality

RESPONSIBILITIES

- Drive company vehicles to make pick-ups and drop-offs
- Pick-up and delivery of documents/items from Allied offices and customers
- Carrying out vehicle maintenance checks
- Refuel and clean vehicles and ensure they're always ready for use
- Assist in other functions of Administration

REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Insurance Plan
- Third Party Credit Schemes
- Staff Loan Scheme
- Learning & Development

Interested candidates, please apply online by visiting our website; <https://jobs.allied.mv/job>

Please apply on or before 16 September 2024 — 15:30 hrs.

Only shortlisted candidates will be called for interview and for more information call us at 1600
(All prospective employees must pass a background check)